

From: Sonntag, Patricia
To: Tzhone, Stephen; Rauscher, Jon; Khoury, Ghassan; Moran, Gloria; Andrews, Lawrence; Huling, Scott; Berg, Marlene; Crumblin, Deana; Gutierrez, Barbara; Walters, Donn; Campbell, Joy; Sanchez, Carlos; Villarreal, Chris; Meyer, John; Faultry, Charles; Johnson, Lydia; Thomas, LaWanda; McClurg, Rena; Pheeny, Michael
Cc: Andrews, Lawrence; Christian, Doretha; Contreras, Robert; Ferguson, Ralph
Subject: RE: Arkwood special account followup
Date: Thursday, March 27, 2014 8:44:01 AM
Attachments: FY2014 Action Code Dictionary.doc

After further discussion with our Region PPL coordinator/Financial Accountant, those who work on the Arkwood special account site need to charge to the special account using our org code 06L. You will need to get with your Region (or HQ if you work at HQ) PPL Coordinator to enter it into PP+ for you. Have them contact Robert Contreras (214-665-7485) if they need assistance adding it into PP+.

2014 TR2B 06L 303DD2 06A3xx00 (xx – appropriate action code, see attachment if necessary)

Thanks,

Patricia Sonntag
Program Analyst, 6SF
214-665-2213

From: Tzhone, Stephen
Sent: Wednesday, March 26, 2014 1 58 PM
To: Rauscher, Jon; Khoury, Ghassan; Moran, Gloria; Andrews, Lawrence; Huling, Scott; Berg, Marlene; Crumblin, Deana; Gutierrez, Barbara; Walters, Donn; Campbell, Joy; Sanchez, Carlos; Villarreal, Chris; Meyer, John; Faultry, Charles; Johnson, Lydia; Thomas, LaWanda; McClurg, Rena; Pheeny, Michael
Cc: Andrews, Lawrence; Christian, Doretha; Sonntag, Patricia
Subject: Arkwood special account followup

Message from the R6 Superfund Enforcement Section (highlighted below)

Any questions or issues, please let myself or any of the personnel on cc know, thanks

From: Andrews, Lawrence
Sent: Wednesday, March 26, 2014 9:47 AM
To: Tzhone, Stephen
Subject: RE: do we cost recover on special account for specifically assigned HQ personnel?

Stephen, everyone who works on the site should charge their time and travel to the site so that the Agency can recover all of its costs

From: Tzhone, Stephen
Sent: Wednesday, March 19, 2014 10:11 AM
To: Moran, Gloria; Andrews, Lawrence; Peycke, Mark
Subject: do we cost recover on special account for specifically assigned HQ personnel?

From: Tzhone, Stephen
Sent: Tuesday, March 18, 2014 10:57 AM
To: Sonntag, Patricia; Christian, Doretha; Johnson, Lydia; Sanchez, Carlos; Meyer, John
Cc: Milbeck, Regina; Spelman, John; Whitley, Paul; Jenkins, Susan; Contreras, Robert
Subject: RE: Robert.....FW: Arkwood; FW: Special Accounts charges for RPM Review

I guess the question is this: are HQ personnel specifically assigned to Arkwood (or any special account sites) supposed to be charging to the special account? (who is the decision maker on this)?

If they are, then let s work with their PPL coordinator and get the charges for cost recovery accurate

If they are not, then let s just tell them to charge to their regular account regardless of any special account time

From: Contreras, Robert
Sent: Tuesday, March 18, 2014 10:29 AM
To: Tzhone, Stephen; Sonntag, Patricia
Cc: Milbeck, Regina; Jenkins, Susan; Spelman, John; Whitley, Paul; Jenkins, Susan; Contreras, Robert
Subject: FW: Robert.....FW: Arkwood; FW: Special Accounts charges for RPM Review

Mr. S.T.,
My reply to Sonntag. I forgot to add in my email to Sonntag..."That why the ORG Code Decr: is in **RED**" Good Luck
Not authorized to use 06L

Robert Contreras
Accounting Services Section (6MD-CA)
214-665-7485

From: Contreras, Robert
Sent: Tuesday, March 18, 2014 9:57 AM
To: Sonntag, Patricia; Christian, Doretha
Cc: Jenkins, Susan; Milbeck, Regina; Whitley, Paul; Spelman, John
Subject: RE: Robert.....FW: Arkwood; FW: Special Accounts charges for RPM Review

Sonntag,
If you want her to charge against your "06L" Division's pay roll, then the account can only be added by her PPL coordinator.
She is only authorized to use 72BT, and not 06L.

Robert Contreras
Accounting Services Section (6MD-CA)
214-665-7485

From: Sonntag, Patricia
Sent: Tuesday, March 18, 2014 9:13 AM
To: Contreras, Robert
Subject: Robert.....FW: Arkwood; FW: Special Accounts charges for RPM Review

What is correct way for HQ staff to charge to one of our special account SF sites? Org code? See email string below

Thanks,

Patricia Sonntag
6SF, Program Analyst
214-665-2213



9645823

From: Crumbling, Deana
Sent: Tuesday, March 18, 2014 9:09 AM
To: Tzhone, Stephen; Gutierrez, Barbara; Vandenburg, Amy
Cc: Sonntag, Patricia; Christian, Doretha; Powell, Dan; Berg, Marlene
Subject: RE: Arkwood; FW: Special Accounts charges for RPM Review

Hi Amy, Dorothea, and Patricia,

I definitely have time charged to Arkwood in PPL during this period, however it is not showing up in your records because I am using the following code to force the time into PPL for now (I am in HQs):

Acct Build	Acct String: 2014 T 72BT 303DD2 06A3BF00
<input checked="" type="checkbox"/> Load to Timecard?	
Acct Descr: ARKWOOD INC - OVERSIGHT OF RP RA - SITEWIDE -	
User Descr: Arkwood dioxin	

A few months ago we tried to resolve the problem that my PPL will not accept the proper codes, but it was not able to be resolved.

When I try to create an account string using R6's 06L org code, I get the following error:

Home > Self Service > Employee > Tasks > Employee Account Cd Favorites

Account Build

*Account Type: HR/Payroll

Beginning Fiscal Year: 2014 End Fiscal Year:

Fund: TR2B Fund Descr: SPEC ACCT PAST COST & OTH REVS

Org Code: Org Descr: TECHNICAL INTEGRATION BR - SF

PRC: 303DD2 PRC Descr: SUPERFUND: REMEDIAL

Site/Project: 06A3BF00 Site/Proj Descr: ARKWOOD, INC.

Account String: 2014 TR2B 72BT 303DD2 06A3BF00

[OK and Return](#) [Cancel and Return](#)

Message from webpage

Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11)

The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink.

OK

If I try using the special account code with my branch's Org code, I get the following:

Home > Self Service > Employee > Tasks > Employee Account Cd Favorites

Account Build

*Account Type: HR/Payroll

Beginning Fiscal Year: 2014 End Fiscal Year:

Fund: TR2B Fund Descr: SPEC ACCT PAST COST & OTH REVS

Org Code: 72BT Org Descr: TECHNICAL INTEGRATION BR - SF

PRC: 303DD2 PRC Descr: SUPERFUND: REMEDIAL

Site/Project: 06A3BF00 Site/Proj Descr: ARKWOOD, INC.

Account String: 2014 TR2B 72BT 303DD2 06A3BF00

[OK and Return](#) [Cancel and Return](#)

Message from webpage

This Account String 2014 TR2B 72BT 303DD2 06A3BF00 is not funded, or Budgeted. (24000,51)

This Accounting String Is not funded, or Budgeted.

OK

I am at a loss as to what to do.

--Deana

From: Tzhone, Stephen
Sent: Monday, March 17, 2014 10:15 AM
To: Rauscher, Jon; Khoury, Ghassan; Moran, Gloria; Andrews, Lawrence; Huling, Scott; Berg, Marlene; Crumbling, Deana; Gutierrez, Barbara; Walters, Donn; Campbell, Joy; McClurg, Rena; Pheeny, Michael; Sanchez, Carlos; Villarreal, Chris; Meyer, John; Faultry, Charles
Cc: Sonntag, Patricia; Christian, Doretha
Subject: Arkwood; FW: Special Accounts charges for RPM Review

Hi Arkwood Team,

I've been asked to review site charging. According to the following, there were no Arkwood special account site charging by several during the following periods. That may be fine. As a headsup, for any amendments and future charging, please ensure that your time on Arkwood is charged to: 2014 TR2B 06A3 and the appropriate action code. I've attached the action code dictionary fyi.

*for HQ personnel, I'm not sure what the correct procedure is for special account site charging, if that's even an option. Our program analyst and cost recovery officer are on cc.

06A3

Appropriation Code	Begin Budget Fiscal Year	FYPPLast	PP End Date	Division	Site/Project	Site Name	Program Code	Last, First	Total Hours
TR2B	2014	201406	12/14/2013	06L	06A3PC00	ARKWOOD, INC.	501EC7	CHRISTIAN, DORETHA	2
	2014	201407	12/28/2013	06D	06A3NG00	ARKWOOD, INC.	501EC7	MORAN, GLORIA	12
	2014	201407	12/28/2013	06L	06A3BF00	ARKWOOD, INC.	303DD2	FAULTRY, CHARLES	1.5
	2014	201407	12/28/2013	06L	06A3BF00	ARKWOOD, INC.	303DD2	RAUSCHER, JON	1.25
	2014	201407	12/28/2013	06L	06A3BF00	ARKWOOD, INC.	303DD2	SANCHEZ, CARLOS	3

	2014	201407	12/28/2013	06L	06A3BF00	ARKWOOD, INC.	303DD2	TZHONE, STEPHEN	19
	2014	201407	12/28/2013	06L	06A3PC00	ARKWOOD, INC.	501EC7	CHRISTIAN, DORETHA	2.25
	2014	201408	1/11/2014	06D	06A3NG00	ARKWOOD, INC.	501EC7	MORAN, GLORIA	4
	2014	201408	1/11/2014	06L	06A3BF00	ARKWOOD, INC.	303DD2	RAUSCHER, JON	2.25
	2014	201408	1/11/2014	06L	06A3BF00	ARKWOOD, INC.	303DD2	TZHONE, STEPHEN	4
	2014	201409	1/25/2014	06D	06A3NG00	ARKWOOD, INC.	501EC7	MORAN, GLORIA	9.5
	2014	201409	1/25/2014	06L	06A3BF00	ARKWOOD, INC.	303DD2	RAUSCHER, JON	0.25
	2014	201409	1/25/2014	06L	06A3BF00	ARKWOOD, INC.	303DD2	TZHONE, STEPHEN	8
	2014	201410	2/8/2014	06D	06A3NG00	ARKWOOD, INC.	501EC7	MORAN, GLORIA	16
	2014	201410	2/8/2014	06L	06A3BF00	ARKWOOD, INC.	303DD2	RAUSCHER, JON	0.75
	2014	201410	2/8/2014	06L	06A3BF00	ARKWOOD, INC.	303DD2	TZHONE, STEPHEN	18
	2014	201410	2/8/2014	06L	06A3PC00	ARKWOOD, INC.	501EC7	CHRISTIAN, DORETHA	0.75
	2014	201411	2/22/2014	06D	06A3NG00	ARKWOOD, INC.	501EC7	MORAN, GLORIA	7.5
	2014	201411	2/22/2014	06L	06A3BF00	ARKWOOD, INC.	303DD2	RAUSCHER, JON	1.5
	2014	201411	2/22/2014	06L	06A3BF00	ARKWOOD, INC.	303DD2	TZHONE, STEPHEN	4
TR2B									Sum: 117.5

From: Sonntag, Patricia

Sent: Friday, March 14, 2014 10:20 AM

To: Sonntag, Patricia; Canellas, Bart; Brooks, Janet; Hueni, Camille; Sanchez, Carlos; Gilmore, Cathy; Fisher, Charles; Villarreal, Chris; Abshire, David; Baumgarten, Gary; Miller, Gary; Shade, Kevin; Stankosky, Laura; Purcell, Mark; Hebert, Michael; Torres, Michael; Mueller, Brian; Sanchez, Petra; Allen, Philip; Casanova, Rafael; Josiam, Raji; Sullivan, Robert; Moya, Ruben; Appaji, Sairam; Tzhone, Stephen; Lennox, Ursula; Leos, Valmichael; Malott, Vincent

Cc: Christian, Doretha

Subject: Special Accounts charges for RPM Review

Special Accounts report to show who is charging to SA sites Pls review to ensure correct appropriation code and project/site code are being used

Thanks,

Patricia Sonntag

6SF, Program Analyst

214-665-2213